

Create a Home File

Choose a filing system that works for you.

- * a notebook
- * an accordion file
- * a box
- * a tote bag
- * a computer
- * a drawer
- * a filing cabinet

Organize your file. Use folders, or dividers, to separate different sections and subsections.

- In the **“Get to Know Me”** section, add:
 - * pictures of your child with family and friends and participating in their favorite activities
 - * list your child’s likes and dislikes - foods, activities, toys, friends, pets, etc.
 - * describe your child’s strengths and weaknesses outline your child’s daily routine
- Keep **Official Documents** in a safe place and put copies in the file:
 - * birth certificate
 - * Social Security card
 - * legal documents - guardianship papers, etc.
- Create a **Directory** of names, phone and fax numbers, e-mail addresses and web sites, include:
 - * school district administration - special education director, superintendent, school board
 - * personnel at your child’s school - teachers, principal, nurse, etc.
 - * support service providers - therapists, psychologist, counselor, etc.
 - * social service agency representatives - supervisors and case managers
 - * support groups and disability organizations
 - * respite and day care providers
 - * medical services - doctor(s), hospital, clinic, medical supply company, and pharmacy
 - * transportation services
- Maintain **Communication logs**
 - * keep a log of incoming and outgoing phone calls - include date, name, title, agency, what was discussed, highlight items on which action is required, and date on which action is expected
 - * keep a log and copies of letters and e-mail you send and the originals you receive
- Use a **Calendar** to:
 - * keep track of appointments and meetings
 - * to mark dates when the school is to take action on an issue you have discussed with them
- Save **Education Related Documents**
 - * past and current IEPs
 - * evaluations and assessments
 - * report cards and progress reports
 - * samples of your child’s work
 - * other correspondence from the school
 - * education and disability rights information
- Keep **Medical Records and Reports**
 - * reports from physicians and consultants
 - * diagnostic reports and laboratory results

- * immunization record
- * a log of hospitalizations a summary of treatments and results
- * suggestions for providing medical care
- * insurance information
- * family medical history

- **Save Developmental Records and Reports**

- * reports - any service plans and evaluations
- * log services and results - what works, what doesn't
- * find articles, fact sheets, brochures, guides, etc. about your child's disability

- **Resources for Adaptive and Medical Equipment**

- * instruction booklets, service manuals and catalogs

- **Other Ideas**

- * keep a "mini-file" of pertinent information to have on hand for respite and day care providers
- * keep a scrapbook of achievements, activities, and special events in your child's life

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